



# City of Seattle

Mayor Jenny A. Durkan

## MAYORAL DIRECTIVE

DATE: October 13, 2021  
TO: City of Seattle Department Directors  
FROM: Mayor Jenny A. Durkan  
Subject: COVID-19 Mayoral Directive #10

### Overview

The purpose of this Mayoral Directive #10 is to further coordinate internal City actions, personnel policies, and protocols in response to the COVID-19 civil emergency for Executive Branch Departments.

### Background

To date, the following Mayoral Directives have been issued in order to ensure a coordinated response to the COVID-19 public health emergency:

- On March 1, 2020, I issued COVID-19 Mayoral Directive #1 to City department directors to deliver preparedness instructions for all directors and their departments.
- On March 13, 2020, I issued COVID-19 Mayoral Directive #2 to City department directors to further mitigate the impacts of the virus on City government operations.
- On April 6, 2020, I issued COVID-19 Mayoral Directive #3 to City department directors to align existing internal City actions, personnel policies, and protocols with the Governor's "Stay Home – Stay Healthy" Order through May 4, 2020.
- On May 2, 2020, I issued COVID-19 Mayoral Directive #4 to City department directors to further align existing internal City actions, personnel policies, and with the Governor's "Stay Home – Stay Healthy" Order through May 31, 2020.
- On June 3, 2020, I issued COVID-19 Mayoral Directive #5 to City department directors to further align existing internal City actions, personnel policies, and with the Governor's "Stay Home – Stay Healthy" Order.
- On November 4, 2020, I issued COVID-19 Mayoral Directive #6 with agreement from City Unions to City department directors to further align existing internal City actions, personnel policies, and with the Governor's "Stay Home – Stay Healthy" Order.
- On December 15, 2020, I issued COVID-19 Mayoral Directive #7 to City department directors to further align existing internal City actions, personnel policies, and with the Governor's "Stay Home – Stay Healthy" Order.
- On June 30, 2021, I issued COVID-19 Mayoral Directive #8 to City department directors to further align existing internal City actions, personnel policies, and with the Governor's "Stay Home – Stay Healthy" Order.
- On August 9, 2021, I issued COVID-19 Mayoral Directive #9 to City department directors to further align existing internal City actions, personnel policies, and with the Governor's "Stay Home – Stay Healthy" Order.

On March 23, 2020, Governor Jay Inslee issued a “Stay Home – Stay Healthy” order, which was extended several times through May 31, 2020. On May 31, 2020, Governor Inslee issued a Proclamation transitioning from “Stay Home – Stay Healthy” order to reopening the state through “[Safe Start – Stay Healthy](#),” a county-by-county phased reopening through July 1, 2020. On April 13, 2020, the Governor issued Proclamation 20-46 “[High-Risk Employees – Workers’ Rights](#)”, amending Proclamation 20-05, to stipulate additional requirements for how public and private employers accommodate high-risk workers to protect them from risk of exposure to COVID-19 on the job. On June 9, 2020 and July 29, 2020, Governor Inslee issued Proclamations 20-46.1 and 20-46.2, further clarifying and extending Proclamation 20-46. On April 8, 2021, Governor Inslee issued Proclamation 20-46.3 amending Proclamation 20-05 and allows employers additional flexibility to seek medical verification from employees and to shift employees to health coverage alternatives. On July 1, 2021, Governor Inslee issued Proclamation 20-25.14, called *Washington Ready* (formerly known as “*Healthy Washington – Roadmap to Recovery*”) to update the statewide guidance and requirements for moving forward after June 30, 2021, including the ongoing face covering requirement. On August 9, 2021, Governor Inslee issued a proclamation prohibiting any workers of Executive Cabinet Agency or Health Care Providers from engaging in work after October 18, 2021 if the worker has not been fully vaccinated against COVID-19.

### **Actions**

In order to effectively coordinate and execute the City’s sustained response to the COVID-19 pandemic, I am directing the following actions:

#### **1) [NEW] Termination of Encouraged COVID-19 Employee Telework and Telework Stipend**

Effective October 18, 2021, the City of Seattle will end its COVID-19 telework directive. The City will no longer strongly encourage and authorize City departments to expand the use of telework arrangements as a response to the pandemic. As a result, the COVID-19 Telework Stipend program will end. Subject to supervisor approval, eligible employees may elect to continue their current telework arrangement for personal reasons until January 19, 2022 unless there is a business need for them to return to the worksite.

#### **2) [UPDATED] Extension of COVID-19 Employee Compensation until January 19, 2021 for the following:**

- A) Employee Compensation Directive related to employees impacted by a facility closure due to COVID-19, as announced in Mayoral Directive #6.
- B) Employee Compensation Directive related to employees completing COOP priority 3 or 4 work or work reprioritized due to COVID-19 operational changes, as announced in Mayoral Directive #6.

#### **3) [NEW] Establishment of Acknowledgement of Front-Line Worker Pay**

City of Seattle employees required to perform work in person at City job sites and offices during the pandemic will be paid a one-time taxable payment of up to \$1,750.00 (pro-rated for part-time employees). Eligible employees must be on the City’s payroll on or after August 1, 2021. Employees who separated employment prior to August 1, 2021 are not eligible to receive this payment. This payment will be paid to eligible employees no later than March 31, 2022 as long as the employee

timely files their paperwork. The Front-Line Worker Pay applies to non-represented employees and employees represented by unions signatory to the Unions signatory to the Vaccine Mandate Memorandum of Agreements and Front-Line Worker Pay Memorandum of Agreement.

**4) [NEW] Establishment of Proof of Vaccination Incentive Time**

City of Seattle will provide eight hours of paid time off (pro-rated for part-time employees) for each employee who, on or before October 5, 2021, submits a completed Vaccination Confirmation Form with acceptable proof of vaccination showing they will be fully vaccinated by October 18, 2021. The vaccination incentive applies to non-represented employees and employees represented by the signatory Unions to the Vaccine Mandate Memorandum of Agreements.

**5) [NEW] Establishment of COVID-19 Supplementary Paid Time through December 31, 2022:**

- A. Effective September 22, 2021, (all non-represented employees and employees represented by the Unions signatory to the Vaccine Mandate Memorandum of Agreements will be granted a total of 40 hours (pro-rated for part-time) of use-it-or-lose-it COVID-19 Supplementary Paid Leave to be used for specific qualifying leave reasons related to COVID-19 (See C below).
- B. Effective September 22, 2021, all non-represented employees and employees represented by the Unions signatory to the Vaccine Mandate Memorandum of Agreements who are verified by the City to have achieved full vaccination by October 18, 2021, will be granted an additional 40 hours (pro-rated for part-time employees) of use-it-or-lose-it COVID-19 Supplementary Paid Leave to be used for specific qualifying leave reasons related to COVID-19.
- C. COVID-19 Supplementary Paid Leave shall be used when an employee is unable to work, including telework, due to the following qualifying reasons related to COVID-19:
  - the employee has been directed by your medical provider or manager to quarantine; or
  - a qualifying household member under the employee's care has been directed to quarantine due to actual or suspected exposure to COVID-19; or
  - the employee is experiencing COVID-19 symptoms; or,
  - the employee is experiencing COVID-19 vaccine side effects; or,
  - the employee is caring for their dependent child whose school or place of care is closed or the child is sent home for COVID-19 related reasons or whose childcare provider is unavailable for reasons related to COVID-19.
- D. The COVID-19 Supplementary Paid Leave hours provided in Sections 5(A) and 5(B) above must be used or forfeited by December 31, 2022. COVID-19 Supplementary Paid Leave hours cannot be cashed out under any circumstances.
- E. During the time period January 1, 2021 through execution of this agreement an employee covered by this agreement shall be able to request the restoration of up to three sick leave days (or vacation if they used that in lieu of sick leave because they had previously exhausted all their sick leave) they used due to the employee experiencing side effects from a COVID-19 vaccine. The employee must submit their proof of vaccination to the City on or before October 18, 2021 and their request to retroactively apply the three COVID-19 Supplementary Leave days by November 10, 2021.

- 6) **[UPDATED] Extension of temporary COVID-19 employee parking arrangements**, as announced in the [memo](#) from FAS Director Calvin Goings dated March 24, 2020, to department directors until at least January 19, 2022.

**7) Continuation of City Protocols Until Further Notice**

- A) [Protocols](#) for workplace cleaning and disinfecting, as announced in the memo from the FAS Director Calvin Goings dated May 27, 2021, to department directors.
- B) [Protocols](#) related to the ordering of critical Personal Protective Equipment (PPE) supplies for City government, as announced in the memo from FAS Director Calvin Goings dated March 10, 2020, to department directors.
- C) Use of [face coverings](#) by City employees and visitors to City facilities, as updated on [August 2, 2021](#), which requires face coverings for all employees in public indoor settings.

**8) [UPDATED] Continuation of Mandatory COVID-19 Vaccination for all City employees.**

- A. **Mandate** - On August 9, 2021, Mayor Durkan issued Mayoral Directive #9 mandating that effective October 18, 2021, all City of Seattle Executive branch employees must be fully vaccinated against COVID-19 (SARS-CoV-2) to promote public health and safety during this once-in-a-century public health emergency, to reduce the spread of COVID-19, and to protect our workers and those in the community with whom we interact and serve. An employee is deemed “fully vaccinated against COVID-19” two weeks after receiving the second dose in a two-dose series of a COVID-19 vaccine authorized for emergency use, licensed, or otherwise approved by the FDA (e.g., Pfizer-BioNTech or Moderna) or two weeks after receiving a single-dose COVID-19 vaccine authorized for emergency use, licensed, or otherwise approved by the FDA (e.g., Johnson & Johnson (J&J)/Janssen).
- B. **Exemption and Reasonable Accommodation Process** - Employees who have a documented medical condition or sincerely held religious belief that prevents them from getting vaccinated against COVID-19 have been given the opportunity request an exemption from the COVID-19 vaccine requirement and to engage in a process to identify a reasonable accommodation. . Due to significant public health and safety concerns with the highly contagious and deadly COVID-19 Delta variant in the community, it is critical the City has a layered approach to prevent spread, which includes vaccination, universal masking, social distancing, symptom monitoring, and other precautions. Accommodation decisions must take into consideration current CDC and public health requirements and recommendations; the type of contact the employee will have with other employees and non-employees, such as customers, the public, business partners and others; the frequency and proximity of any in-person contact; the employee’s in-person contact with others who may be ineligible for a vaccination or whose vaccination status may be unknown; what protective measures can reasonably and consistently be put in place to create a safe work environment for the employee seeking accommodation and the people with whom they physically interact; and other relevant factors. Accommodations also need to be realistic, feasible, and effective, and not create an undue hardship or pose an unreasonable level of risk to others’ health and safety. Generally, one safety precaution alone will not sufficiently reduce the health and safety risk posed by unvaccinated employees. Departments must consider combinations of safety precautions in determining if an accommodation can be granted. Depending on an unvaccinated employee’s job, there may be situations where there is no

reasonable accommodation that will allow the employee to be physically present in the workplace to perform their current job, and other reasonable accommodations will need to be explored.

The City reserves the right to make changes to its COVID personnel policies, at any time, in accordance with any changes made by Governor Inslee to Proclamation 20-05, et seq., as well as future orders, proclamations, and/or guidance issued by Governor Inslee or Public Health Seattle King County.

For further information, please contact interim SDHR Director Kimberly Loving.

For further information or questions on the instructions outlined in this Mayoral Directive, please contact Mayor's Office Policy Director, Adrienne Thompson.